



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF



November 9, 2016

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

37 November 9, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

Dear Supervisors:

**ACCEPT A GRANT AWARD FROM THE STATE OF CALIFORNIA  
OFFICE OF TRAFFIC SAFETY FOR THE  
SELECTIVE TRAFFIC ENFORCEMENT PROGRAM  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request Board approval authorizing the Sheriff of Los Angeles County (County) to accept a grant award in the amount of \$1,945,000 from the State of California (State), Office of Traffic Safety (OTS), for the 2016-17 Selective Traffic Enforcement Program (Program) using federal funds passing through the State.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize the Sheriff, as an agent for the County, to execute the attached Grant Agreement Number PT1766 (Agreement) with OTS, accepting grant funds from the State in the amount of \$1,945,000 for the Los Angeles County Sheriff's Department's (Department) Risk Management Bureau (RMB) for the grant period from October 1, 2016, through September 30, 2017. There is no match requirement for the Program.
2. Adopt the attached Resolution authorizing the Sheriff to accept and execute the Agreement in the amount of \$1,945,000 (no match required) for the Department's RMB to continue targeted traffic safety enforcement, and to execute and submit all other necessary grant documents, including extensions, modifications, agreements, contracts, and augmentations with the State.

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*A Tradition of Service*  
— Since 1850 —

3. Delegate authority to the Sheriff, as an agent for the County, to apply and submit a grant application to OTS for the Program, when and if such future funding becomes available.

### **PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION**

The main goals of the Program are to use “best practice” strategies to reduce the number of persons killed and injured in crashes involving alcohol and other primary collision factors. The Program’s strategies will provide Driving Under the Influence (DUI) saturation patrols, DUI checkpoints, development and maintenance of a “HOT Sheet” program (which identifies repeat DUI offenders with a suspended or revoked license as a result of DUI convictions), conducting warrant service operations, stakeout operations, court stings, distracted driving, nighttime seat belt enforcement, and special enforcement operations encouraging bicycle and/or pedestrian safety as it pertains to collisions and/or violations made by bicyclists, pedestrians, and drivers. Law enforcement personnel working under the grant will also be required to participate in the National Distracted Driving Awareness Month in April 2017, the Statewide “Click It or Ticket” mobilization period in May 2017, and collaborate with the County’s “Avoid Coalition” to provide information related to the “Mothers Against Drunk Driving/Avoid DUI Seminars.”

### **Implementation of Strategic Plan Goals**

The Program is consistent with the County’s Strategic Plan, Goal 3, Integrated Services Delivery, by providing a comprehensive traffic safety program to the 42 contract cities and target areas identified with greater traffic issues within the County.

### **FISCAL IMPACT/FINANCING**

This will be the 12th consecutive year of funding for this Program. Funding of \$1,945,000 for this Program was included in the Department’s Fiscal Year 2016-17 Supplemental Budget Request.

The \$1,945,000 in grant funding will be used to fund Salaries and Employee Benefits for one sergeant position, at 100 percent who administers the grant, overtime salaries for personnel working under the grant (\$1,904,300), Services and Supplies to include travel and training (\$11,000), and DUI checkpoint supplies (\$29,700).

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The grant period will commence on October 1, 2016, and end on September 30, 2017. This grant award will enable the Department’s RMB to continue to target traffic safety

The Honorable Board of Supervisors  
November 9, 2016  
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enforcement operations within various contract cities throughout the County during the duration of the grant.

The County agrees to indemnify, defend, and hold harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of the Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the County in the performance of the Agreement.

This Board letter has been reviewed and the Resolution has been approved as to form by County Counsel.

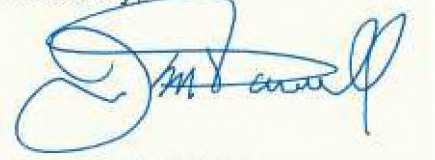
#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This Board letter was forwarded to the District Attorney, the Public Defender, and the Alternate Public Defender's Offices for review. Upon review of the Board letter, the District Attorney's Office and the Public Defender's Office have both confirmed the Program will have minimal impact on their services. The Alternate Public Defender's Office stated that continued acceptance of this grant funding will impact their office by increasing arrests and criminal complaint filings, which can be managed with existing resources.

#### **CONCLUSION**

Upon Board approval, please return two individually certified copies of the adopted Board letter and two original signed Resolutions to the Department's Grants Unit.

Sincerely,



JIM McDONNELL  
SHERIFF

**Los Angeles County Chief Executive Office**  
**Grant Management Statement for Grants Exceeding \$100,000**

**Department:** LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

**Grant Project Title and Description: 2016-2017 Selective Traffic Enforcement Program**

The goals of the Selective Traffic Enforcement Program are to use "best practice" strategies to reduce the number of persons killed and injured in crashes involving alcohol and other primary collision factors. The Program's strategies will include Driving Under the Influence (DUI) saturation patrols, DUI checkpoints, development and maintenance of a "HOT Sheet" program (which identifies repeat DUI offenders with a suspended or revoked license as a result of DUI convictions), conducting warrant service operations, stakeout operations, court stings, distracted driving, night-time seat belt enforcement, and special enforcement operations encouraging bicycle and/or pedestrian safety as it pertains to collisions and/or violations made by bicyclists, pedestrians, and drivers. These strategies are designed to earn media attention, thus enhancing the overall deterrent effect.

**Funding Agency**

State of California – Office of  
Traffic Safety (OTS)

**Program (Fed. Grant # /State Bill or Code #)**

Grant # PT1766

**Grant Acceptance Deadline**

Upon executed agreement

**Total Amount of Grant Funding:** \$1,945,000

**County Match:** \$0

**Grant Period:** 12-Months

**Begin Date:** October 1, 2016

**End Date:** September 30, 2017

**Number of Personnel Hired Under This Grant:** 1

**Full Time:** Yes    **Part Time:** N/A

**Obligations Imposed on the County When the Grant Expires**

Will all personnel hired for this program be informed this is a grant-funded program?      Yes X    No \_\_\_\_

Will all personnel hired for this program be placed on temporary ("N") items?      Yes X    No \_\_\_\_

Is the County obligated to continue this program after the grant expires?      Yes \_\_\_\_    No X

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services      Yes \_\_\_\_    No X

b). Identify other revenue sources      Yes \_\_\_\_    No X  
(Describe) \_\_\_\_\_

c). Eliminate or reduce, as appropriate, positions/program costs funded by the grant.    Yes X    No \_\_\_\_

**Impact of additional personnel on existing space:** No impact. This grant has one (1) full-time Sergeant position, as a temporary item, to administer the grant. Additional staffing for various enforcement operations is on an overtime basis.

**Other requirements not mentioned above:** None

**Department Head Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **RESOLUTION**

**WHEREAS** the County of Los Angeles desires to undertake a certain project designated as the Los Angeles County Sheriff's Department's Selective Traffic Enforcement Program to be financed with funds made available from the State of California Office of Traffic Safety (hereafter referred to as OTS).

**NOW, THEREFORE BE IT RESOLVED** that the Sheriff of the County of Los Angeles is authorized to accept and execute, on behalf of Los Angeles County and the Los Angeles County Board of Supervisors, Grant Award Agreement Number PT1766 in the amount of \$1,945,000 from the OTS, and to execute and submit all other necessary grant documents, including any extensions, modifications, agreements, contracts, and augmentations with the State in relation thereto.

**BE IT FURTHER RESOLVED** that the Sheriff of the County of Los Angeles agrees to the funding terms and conditions of OTS, including any amendment thereof.

**IT IS AGREED** that, as required by Grant Award Agreement Number PT1766, the County of Los Angeles shall indemnify, defend, and save harmless the State of California, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with

the performance of Grant Award Agreement Number PT1766, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the County of Los Angeles in the performance of Grant Award Agreement PT1766.

**BE IT FURTHER RESOLVED** that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

**IT IS ALSO AGREED** that this award shall not be subject to local hiring freezes.

The foregoing Resolution was on the 9<sup>th</sup> day of November, 2016, adopted by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special Assessment and taxing districts, agencies, and authorities for which said Board so acts.

LORI GLASGOW  
Executive Officer  
Of the Board of Supervisors of  
the County of Los Angeles



By: Sachelle Smithman

Deputy

APPROVED AS TO FORM:  
MARY C. WICKHAM  
County Counsel

By: Michelle Pool

Principal Deputy County Counsel

**1. GRANT TITLE****SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)****2. NAME OF AGENCY****COUNTY OF LOS ANGELES****3. AGENCY UNIT TO ADMINISTER GRANT****LOS ANGELES COUNTY SHERIFF'S DEPARTMENT****4. GRANT PERIOD**

From: 10/1/16

To: 9/30/17

**5. GRANT DESCRIPTION**

Best practice strategies will be conducted to reduce the number of persons killed and injured in traffic collisions involving impairment and other primary collision factors. The funded strategies may include enforcement operations focusing on impaired driving, distracted driving, nighttime seat belt use, motorcycle safety, and pedestrian and bicycle safety. Operations are conducted in areas with disproportionate numbers of traffic collisions. Other funded strategies may include public awareness, educational programs and training for law enforcement.

**6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED:****\$ 1,945,000.00****7. TERMS AND CONDITIONS:** The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement:

- Schedule A (OTS-38b) – Problem Statement, Goals and Objectives and Method of Procedure
- Schedule B (OTS-38d) – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)
- Schedule B-1 (OTS-38f) – Budget Narrative and Sub-Budget Narrative (if applicable)
- Exhibit A –Certifications and Assurances
- Exhibit B\* - OTS Grant Program Manual

\*Items shown with an asterisk (\*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.

These documents can be viewed at the OTS home web page under Grants: [www.ots.ca.gov](http://www.ots.ca.gov).

We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**8. APPROVAL SIGNATURES****A. GRANT DIRECTOR**NAME: **Scott E. Johnson** PHONE: **(323) 890-5400**TITLE: **Captain** FAX: **(323) 415-3818**ADDRESS: **4900 South Eastern Avenue, Suite 102  
Commerce, CA 90040**E-MAIL: **sejohnson@lasd.org**

(Signature)

(Date)

**B. AUTHORIZING OFFICIAL OF AGENCY**NAME: **Jim McDonnell** PHONE: **(213) 229-1700**TITLE: **Sheriff** FAX: **(323) 415-1060**ADDRESS: **211 West Temple Street  
Los Angeles, CA 90012**E-MAIL: **jmcdonnell@lasd.org**

(Signature)

(Date)

**C. FISCAL OR ACCOUNTING OFFICIAL**NAME: **Rick Cavataio** PHONE: **(213) 229-3291**TITLE: **Director** FAX: **(323) 415-1083**ADDRESS: **LASD-Financial Programs Bureau  
211 West Temple Street  
Los Angeles, CA 90012**E-MAIL: **grantsunit@lasd.org**

(Signature)

(Date)

**D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS**NAME: **Sheriff's Department – Grants Unit**ADDRESS: **211 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, CA 90012****9. DUNS NUMBER**DUNS #: **028950678**REGISTERED ADDRESS & ZIP: **211 West Temple Street  
Los Angeles, CA 90012-3205**



<b>EFFECTIVE DATE OF AGREEMENT:</b> <u>10/1/2016</u>		<b>GRANTEE</b> <u>COUNTY OF LOS ANGELES</u>		<b>GRANT NO.</b> <u>PT1766</u>		
<b>10. Fin Action No.</b> 1 <b>Date:</b> 8/30/2016  <b>Revision No.</b> <b>Date:</b>		<b>12. TYPE OF AGREEMENT</b>		<b>Initial</b> <input checked="" type="checkbox"/>	<b>Revision</b> <input type="checkbox"/>	
		<b>PAID MEDIA</b>	<b>PROGRAM INCOME</b>	<b>TASK NO.</b>	<b>F.F.Y.</b>	
				2	2017	
<b>11. Action Taken</b>  Initial approval of 2017 HSP funds obligated.			<b>13. FUNDING DISPOSITION &amp; STATUS</b>			
			<b>Fiscal Year</b>		<b>Amount</b>	
			2016-17		1,945,000.00	
			2015-16			
			2014-15			
		2013-14				
		<b>Total</b>	1,945,000.00			
		Obligated This Action	1,945,000.00			
		Previously Obligated	0.00			
		<b>Total Amount Obligated</b>	1,945,000.00			
		<b>TOTAL FUNDS PROGRAMMED</b>	1,945,000.00			
<b>14. FUNDING DETAIL - FISCAL YEAR GRANT PERIOD ENDING: 9/30/2017</b>						
<b>FUND</b>	<b>CFDA</b>	<b>ITEM/APPROPRIATION</b>	<b>F.Y.</b>	<b>CHAPTER</b>	<b>STATUTE</b>	<b>PROJECTED EXPENDITURES</b>
164AL	20.608	0521-0890-101 (10/15)	2015	10/15	2015	\$ 454,000.00
402PT	20.600	0521-0890-101 (10/15)	2015	10/15	2015	\$ 324,000.00
164AL	20.608	0521-0890-101 (23/16)	2016	23/16	2016	\$ 681,000.00
402PT	20.600	0521-0890-101 (23/16)	2016	23/16	2016	\$ 486,000.00
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
-	-	-	-	-	-	\$ -
<b>TOTAL FEDERAL FUNDS:</b>						<b>\$ 1,945,000.00</b>
<b>15. GRANT APPROVAL &amp; AUTHORIZATION TO EXPEND OBLIGATED FUNDS</b>						
<b>A. APPROVAL RECOMMENDED BY</b>				<b>B. AGREEMENT &amp; FUNDING AUTHORIZED BY</b>		
<b>NAME:</b> WHITNEY BRAZIEL <b>TITLE:</b> Program Coordinator <b>PHONE:</b> (916) 509-3016 <b>E-MAIL:</b> whitney.braziel@ots.ca.gov Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  Signature _____				<b>NAME:</b> RHONDA L. CRAFT <b>TITLE:</b> Director  Office of Traffic Safety 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  Signature _____		



**GRANTS MADE EASY - STEP  
SCHEDULE A  
GRANT DESCRIPTION  
GRANT NO. PT1766**

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**1. PROBLEM STATEMENT**

The Los Angeles County Sheriff's Department (LASD) is significantly challenged in mitigating traffic related incidents by the size of its jurisdiction and available resources. Nearly half of the incorporated cities in Los Angeles County fall under the Department's jurisdiction. LASD provides law enforcement service to 42 of the 88 incorporated cities and 19 unincorporated areas with an aggregate population of 3 million residents. The department's jurisdictional area of 3,157 square miles and 6,400 miles of surface streets is policed by only 3,200 patrol-trained deputies.

Los Angeles County leads the State of California in alcohol-related and non-impaired traffic fatalities and injuries. During 2014 in the 42 Contract Cities that LASD polices, there were 5 DUI-related fatalities, 72 non-DUI related fatalities, 488 DUI-related injuries, and 8458 non-DUI related injuries. DUI-related fatalities account for almost 7 percent of total fatalities. Mitigating these incidents requires a multi-faceted strategy of strict enforcement, deputy training and public education. Unfortunately, despite the size of the Department, resources to solely provide for these types of operations are limited.

The department is challenged with budgetary restrictions exacerbated by emergency community needs for other police services. Most personnel from deputy through chief must continue to work shifts outside regular units in an effort to reduce overtime costs. The department has ordered these personnel to "CARP" (Cadre of Administrative Reserve Personnel) at an average of once per week regardless if on vacation, leave, or at training. As an example, if a deputy takes two weeks of vacation in a given month, they must still CARP four times that month. This CARPing situation is contributing to the low arrest stats and a delay in inputting traffic data.

**A. Traffic Data Summary:**

Collision Type	2013				2014				2015			
	Collisions		Victims		Collisions		Victims		Collisions		Victims	
Fatal	76		83		77		88		91		99	
Injury	5,959		8,354		6,331		8,946		7,062		10,108	
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol - Involved	5	299	5	457	5	319	5	488	9	305	10	472
Hit & Run	14	399	14	522	7	452	9	574	14	567	16	709
Nighttime (2100-0259 hours)	18	739	24	1,030	19	756	21	1,100	28	848	33	1,214
<b>Top 3 Primary Collision Factors</b>									Fatal	Injury	Killed	Injured
#1 -	22107 CVC - Improper Turning								10	658	11	844
#2 -	22350 CVC - Unsafe Speed								13	1,251	18	1,898
#3 -	21801(a) CVC - Right of Way Violation								6	843	7	1,340

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**2. PERFORMANCE MEASURES**

**A. Goals:**

- 1) Reduce the number of persons killed in traffic collisions.
- 2) Reduce the number of persons injured in traffic collisions.
- 3) Reduce the number of persons killed in alcohol-involved collisions.
- 4) Reduce the number of persons injured in alcohol-involved collisions.
- 5) Reduce the number of persons killed in drug-involved collisions.
- 6) Reduce the number of persons injured in drug-involved collisions.
- 7) Reduce the number of persons killed in alcohol/drug combo-involved collisions.
- 8) Reduce the number of persons injured in alcohol/drug combo-involved collisions.
- 9) Reduce the number of motorcyclists killed in traffic collisions.
- 10) Reduce the number of motorcyclists injured in traffic collisions.
- 11) Reduce hit & run fatal collisions.
- 12) Reduce hit & run injury collisions.
- 13) Reduce nighttime (2100 - 0259 hours) fatal collisions.
- 14) Reduce nighttime (2100 - 0259 hours) injury collisions.
- 15) Reduce the number of bicyclists killed in traffic collisions.
- 16) Reduce the number of bicyclists injured in traffic collisions.
- 17) Reduce the number of pedestrians killed in traffic collisions.
- 18) Reduce the number of pedestrians injured in traffic collisions.

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**B. Objectives:**

- 1) Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.
- 2) Participate in the following campaigns:
  - National Walk to School Day – October 5, 2016
  - National Teen Driver Safety Week – October 16-22, 2016
  - NHTSA Winter Mobilization – December 16, 2016 to January 1, 2017
  - National Distracted Driving Awareness Month – April 2017
  - National Bicycle Safety Month – May 2017
  - National Motorcycle Safety Month – May 2017
  - National Click It or Ticket Mobilization – May 17-20, 2017
  - NHTSA Summer Mobilization – August 19, 2017 to September 6, 2017
  - National Child Passenger Safety Week – September 17-23, 2017
  - California's Pedestrian Safety Month – September 2017
- 3) Develop (by December 31) and/or maintain a "HOT Sheet" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated HOT sheets should be distributed to patrol and traffic officers monthly.
- 4) Send **40** law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hour) POST-certified training.
- 5) Send **40** law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.
- 6) Send **5** law enforcement personnel to the Drug Recognition Expert (DRE) training.
- 7) Send **5** law enforcement personnel to the DRE Recertification training.
- 8) Send **2** law enforcement personnel to SFST Instructor training.
- 9) Send **2** law enforcement personnel to DRE Instructor training.

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- 10) Conduct **37** DUI/DL Checkpoints in the contract cities of Bellflower (2), Carson (3), Cerritos (1), Compton (3), Industry (1), La Mirada (1), La Puente (1), Lancaster (7), Lakewood (1), Lynwood (1), Malibu (2), Norwalk (3), Palmdale (6), Paramount (1), Pico Rivera (2), Santa Clarita (0), and West Hollywood (2). ***Note:** A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the NHTSA Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint operation. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoint operations should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoint operations that begin prior to 1800 hours.*
- 11) Conduct **212** DUI Saturation Patrol operation(s) in the contract cities of Bellflower (7), Carson (5), Cerritos (8), Compton (8), Industry (11), La Mirada (9), La Puente (11), Lancaster (37), Lakewood (11), Lynwood (8), Malibu (5), Norwalk (8), Palmdale (38), Paramount (7), Pico Rivera (5), Santa Clarita (29), and West Hollywood (5).
- 12) Conduct **5** Court Sting operation(s) to cite individuals driving from court after having their driver's license suspended or revoked in the contract cities of Compton (1), Lancaster (1), Norwalk (1), Palmdale (1), and Santa Clarita (1).
- 13) Conduct **10** Warrant Service operation(s) targeting multiple DUI offenders who fail to appear in court in the contract cities of Bellflower (1), Carson (1), Compton (1), Lancaster (2), Norwalk (1), Palmdale (2), and Santa Clarita (2).
- 14) Conduct **96** Traffic enforcement operation(s), including but not limited to, primary collision factor violations in the contract cities of Bellflower (5), Carson (5), Cerritos (5), Compton (6), Industry (3), La Mirada (5), La Puente (4), Lancaster (10), Lakewood (9), Lynwood (4), Malibu (3), Norwalk (4), Palmdale (15), Paramount (4), Pico Rivera (5), Santa Clarita (5), and West Hollywood (4).
- 15) Conduct **36** Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting in the contract cities of Bellflower (3), Carson (3), Cerritos (2), Compton (3), Industry (1), La Mirada (1), Lancaster (4), Lakewood (3), Lynwood (2), Malibu (1), Norwalk (2), Palmdale (3), Paramount (2), Pico Rivera (2), Santa Clarita (3), and West Hollywood (1).
- 16) Conduct **20** highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or collisions resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary collision factor violations by motorcyclists and other drivers in the contract cities of Compton (3), Industry (1), Lancaster (4), Malibu (3), Norwalk (1), Palmdale (3), Paramount (1), Santa Clarita (2), and West Hollywood (2). ***Note:** It is recommended the grantee issue an advance press release and conduct social media activity prior to each operation to publicize and raise awareness about motorcycle safety issues.*

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17) Conduct **5** Night-time (1800 - 0559 hours) Click It or Ticket enforcement operation(s) in the contract cities of Lancaster (2), Palmdale (2), and Santa Clarita (1).

18) Conduct **45** highly publicized Pedestrian and Bicycle enforcement operation(s) in areas of or during events with a high number of pedestrian and/or bicycle collisions resulting from violations made by pedestrians, bicyclists, and drivers in the contract cities of Bellflower (4), Carson (4), Cerritos (2), Compton (4), Industry (1), La Mirada (1), La Puente (2), Lancaster (5), Lakewood (2), Lynwood (3), Malibu (2), Norwalk (3), Palmdale (4), Paramount (2), Pico Rivera (2), Santa Clarita (2), and West Hollywood (2). ***Note:** It is recommended the grantee issue an advance press release and conduct social media activity prior to each operation to publicize and raise awareness about pedestrian and bicycle safety issues.*

19) Conduct **4** Traffic Safety educational presentations with an effort to reach **300** community members. ***Note:** Presentations may include topics such as distracted driving, DUI, speed, pedestrian and bicycle safety, seatbelts and child passenger safety.*

***NOTE:** Nothing in this “agreement” shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives hereunder.*

### **3. METHOD OF PROCEDURE**

#### **A. Phase 1 - Program Preparation, Training and Implementation (1<sup>st</sup> Quarter of Grant Year)**

- The department should develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- All training should be conducted this quarter.
- All grant-related purchases should be made this quarter.
- In order to develop/maintain the “HOT Sheets,” research will be conducted to identify the “worst-of-the-worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The HOT Sheets may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. HOT Sheets should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high collision locations.

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**B. Phase 2 - Program Operations (Throughout Grant Year)**

- The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

**Media Requirements**

- Submit all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), with a copy to your OTS Coordinator.
  - a) If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead time would be 10-20 days prior to the release date to ensure adequate turn-around time.
  - b) Press releases reporting the results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
  - c) Activities such as warrant service operations and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.
- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval 14 days prior to the production or duplication.
- Include the OTS logo, space permitting, on grant-funded print materials; consult your OTS Coordinator for specifics.

**GRANTS MADE EASY - STEP  
SCHEDULE A  
GRANT DESCRIPTION  
GRANT NO. PT1766**

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PAGE 7

**C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

- Agencies are required to collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Statistical data relating to the grant goals and objectives will be collected, analyzed, and incorporated in Quarterly Performance Reports (QPRs). QPRs for the quarter ending September 30 will include year-to-date comparisons of goals and objectives. If required, a separate quarterly data reporting form will be completed each quarter and submitted as part of the QPR.
- Reports will compare actual grant accomplishments with the planned accomplishments. They will include information concerning changes made by the Grant Director in planning and guiding the grant efforts.
- Reports shall be completed and submitted in accordance with OTS requirements as specified in the Grant Program Manual.

**4. METHOD OF EVALUATION**

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

**5. ADMINISTRATIVE SUPPORT**

This program has full support of the county of Los Angeles. Every effort will be made to continue the activities after the grant conclusion.



**SCHEDULE B**  
**DETAILED BUDGET ESTIMATE**  
**GRANT NO. PT1766**

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION			TOTAL AMOUNT
164AL	20.608	Minimum Penalties for Repeat Offenders For Driving While Intoxicated			\$ 1,135,000.00
402PT	20.600	State and Community Highway Safety			\$ 810,000.00
COST CATEGORY		FISCAL YEAR ESTIMATES 10/1/16 thru 9/30/17			TOTAL COST TO GRANT
A. PERSONNEL COSTS		CFDA	FY-1		
Positions and Salaries					
<b>Full-Time</b>					
Sergeant					
1 x 9 months @ \$10,788.24 x 100%		20.600	\$ 97,095.00		\$ 97,095.00
Benefits @ 56.712%		20.600	\$ 55,065.00		\$ 55,065.00
Sergeant					
1 x 3 months @ \$11,004.01 x 100%		20.600	\$ 33,012.00		\$ 33,012.00
Benefits @ 56.712%		20.600	\$ 18,722.00		\$ 18,722.00
<b>Overtime</b>					
DUI/DL Checkpoints		20.608	\$ 410,500.00		\$ 410,500.00
DUI Saturation Patrols		20.608	\$ 576,368.00		\$ 576,368.00
Court Stings		20.608	\$ 18,000.00		\$ 18,000.00
Warrant Service		20.608	\$ 36,000.00		\$ 36,000.00
Benefits @ 6.189%		20.608	\$ 64,432.00		\$ 64,432.00
Traffic Enforcement		20.600	\$ 266,904.00		\$ 266,904.00
Distracted Driving		20.600	\$ 99,396.00		\$ 99,396.00
Motorcycle Safety Enforcement		20.600	\$ 55,983.00		\$ 55,983.00
Nigh-time Click It or Ticket		20.600	\$ 14,000.00		\$ 14,000.00
Pedestrian and Bicycle Enforcement		20.600	\$ 124,106.00		\$ 124,106.00
Benefits @ 6.189%		20.600	\$ 34,717.00		\$ 34,717.00
Category Sub-Total			\$ 1,904,300.00		\$ 1,904,300.00
<b>B. TRAVEL EXPENSE</b>					
In-State		20.600	\$ 3,500.00		\$ 3,500.00
Out-of-State		20.600	\$ 7,500.00		\$ 7,500.00
Category Sub-Total			\$ 11,000.00		\$ 11,000.00
<b>C. CONTRACTUAL SERVICES</b>					
None					
Category Sub-Total					
<b>D. EQUIPMENT</b>					
None					
Category Sub-Total					
<b>E. OTHER DIRECT COSTS</b>					
DUI Checkpoint Supplies		20.608	\$ 29,700.00		\$ 29,700.00
Category Sub-Total			\$ 29,700.00		\$ 29,700.00
<b>F. INDIRECT COSTS</b>					
None					
Category Sub-Total					
<b>GRANT TOTAL</b>			<b>\$ 1,945,000.00</b>		<b>\$ 1,945,000.00</b>

**SCHEDULE B-1**

**GRANT NO. PT1766**

**BUDGET NARRATIVE**

Page 1

**PERSONNEL COSTS**

**Full-Time**

**Sergeant** – A Sergeant position with Traffic Services Detail will be responsible for administering the grant and achieving the objectives described in the grant. The position will facilitate the acquisition of resources, planning and budgeting of enforcement operations, training, grant reporting, and coordination with contract cities.

**Salaries** - may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

**Full -Time Benefit Rates**

Dental Insurance	0.247%
Health Insurance	0.529%
Life Insurance	0.108%
Disability Insurance	0.201%
Retirement	32.098%
Unemployment Insurance	0.039%
Workers Compensation	6.150%
Peace Officer Relief	0.214%
Flexible Benefit Plan	17.126%
<b>TOTAL BENEFIT RATE</b>	<b>56.712%</b>

**Supplanting Statement**

Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.

**Overtime**

Overtime for grant funded law enforcement operations may be conducted by personnel such as a Lieutenant, Sergeant, Corporal, Deputy, Officer, Reserve Officer, Community Services Officer, Dispatcher, etc., depending on the titles used by the agency and the grantees overtime policy. Personnel will be deployed as needed to accomplish the grant goals and objectives.

Costs are estimated based on an overtime hourly rate range of \$29.62/hour to \$125.13/hour.

Overtime reimbursement will reflect actual costs of the personnel conducting the appropriate operation up to the maximum range specified.

**SCHEDULE B-1****GRANT NO. PT1766****BUDGET NARRATIVE**

Page 2

**Overtime Benefit Rates**

Workers Compensation	6.150%
Unemployment Insurance	0.039%
<b>TOTAL BENEFIT RATE</b>	<b>6.189%</b>

**TRAVEL EXPENSE****In State**

Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. *All conferences, seminars or training not specifically identified in the Schedule B-1 (Budget Narrative) must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.*

**Out-Of-State**

Appropriate staff may attend the Lifesavers Conference in Charlotte, NC and International Association of Chiefs of Police DRE Conference in support of the grant goals and objectives. *All out-of-state travel not specifically identified in the Schedule B-1 (Budget Narrative) must receive written approval from OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.*

**CONTRACTUAL SERVICES**

None

**EQUIPMENT**

None

**OTHER DIRECT COSTS**

**DUI Checkpoint Supplies** - on-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS device supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. *Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.*

**INDIRECT COSTS**

None

**PROGRAM INCOME**

There will be no program income generated from this grant.

**EXHIBIT A**  
**CERTIFICATIONS AND ASSURANCES**

Page 1

Failure to comply with applicable Federal statutes, regulations, and directives may subject Grantee Agency officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR §18.12.

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended
- 49 CFR Part 18—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Part 1200—Uniform Procedures for State Highway Safety Grant Programs

**NONDISCRIMINATION**

The Grantee Agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, *et seq.*), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all sub-recipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, *et seq.*), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

**EXHIBIT A**  
**CERTIFICATIONS AND ASSURANCES**

Page 2

**BUY AMERICA ACT**

The Grantee Agency will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

**POLITICAL ACTIVITY (HATCH ACT)**

The Grantee Agency will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**CERTIFICATION REGARDING FEDERAL LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## EXHIBIT A

### CERTIFICATIONS AND ASSURANCES

Page 3

#### RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

#### CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

##### Instructions for Primary Certification

1. By signing and submitting this grant agreement, the Grantee Agency Official is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Grantee Agency Official to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the Grantee Agency Official knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The Grant Agency Official shall provide immediate written notice to the department or agency to which this grant agreement is submitted if at any time the Grantee Agency Official learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *grant agreement*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this grant agreement is being submitted for assistance in obtaining a copy of those regulations.
6. The Grantee Agency Official agrees by submitting this grant agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

## EXHIBIT A

### CERTIFICATIONS AND ASSURANCES

Page 4

7. The Grantee Agency Official further agrees by submitting this grant agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

#### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions**

- (1) The Grantee Agency Official certifies to the best of its knowledge and belief, that its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this grant agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/grant agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the Grantee Agency Official is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this grant agreement.



**EXHIBIT A**  
**CERTIFICATIONS AND ASSURANCES**

Page 5

**Instructions for Lower Tier Certification**

1. By signing and submitting this grant agreement, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this grant agreement is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *grant agreement*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this grant agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this grant agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this grant agreement that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

## EXHIBIT A

### CERTIFICATIONS AND ASSURANCES

Page 6

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

#### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:**

1. The prospective lower tier participant certifies, by submission of this grant agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant agreement.

**SCHEDULE B**  
**DETAILED BUDGET ESTIMATE**  
**GRANT NO. PT1766**

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION			TOTAL AMOUNT
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402PT	20.600	State and Community Highway Safety			\$ 810,000.00
COST CATEGORY		FISCAL YEAR ESTIMATES 10/1/16 thru 9/30/17			TOTAL COST TO GRANT
A. PERSONNEL COSTS		CFDA	FY-1		
Positions and Salaries					
<b>Full-Time</b>					
Sergeant					
1 x 9 months @ \$10,788.24 x 100%	20.600	\$	97,095.00		\$ 97,095.00
Benefits @ 56.712%	20.600	\$	55,065.00		\$ 55,065.00
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Category Sub-Total			\$ 1,904,300.00		\$ 1,904,300.00
<b>B. TRAVEL EXPENSE</b>					
In-State	20.600	\$	3,500.00		\$ 3,500.00
Out-of-State	20.600	\$	7,500.00		\$ 7,500.00
Category Sub-Total			\$ 11,000.00		\$ 11,000.00
<b>C. CONTRACTUAL SERVICES</b>					
None					
Category Sub-Total					
<b>D. EQUIPMENT</b>					
None					
Category Sub-Total					
<b>E. OTHER DIRECT COSTS</b>					
DUI Checkpoint Supplies	20.608	\$	29,700.00		\$ 29,700.00
Category Sub-Total			\$ 29,700.00		\$ 29,700.00
<b>F. INDIRECT COSTS</b>					
None					
Category Sub-Total					
<b>GRANT TOTAL</b>			<b>\$ 1,945,000.00</b>		<b>\$ 1,945,000.00</b>

**SCHEDULE B-1**  
**GRANT NO. PT1766**

**BUDGET NARRATIVE**

Page 1

**PERSONNEL COSTS**

**Full-Time**

**Sergeant** – A Sergeant position with Traffic Services Detail will be responsible for administering the grant and achieving the objectives described in the grant. The position will facilitate the acquisition of resources, planning and budgeting of enforcement operations, training, grant reporting, and coordination with contract cities.

**Salaries** - may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

**Full -Time Benefit Rates**

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Flexible Benefit Plan	17.126%
<b>TOTAL BENEFIT RATE</b>	<b>56.712%</b>

**Supplanting Statement**

Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.

**Overtime**

Overtime for grant funded law enforcement operations may be conducted by personnel such as a Lieutenant, Sergeant, Corporal, Deputy, Officer, Reserve Officer, Community Services Officer, Dispatcher, etc., depending on the titles used by the agency and the grantees overtime policy. Personnel will be deployed as needed to accomplish the grant goals and objectives.

Costs are estimated based on an overtime hourly rate range of \$29.62/hour to \$125.13/hour.

Overtime reimbursement will reflect actual costs of the personnel conducting the appropriate operation up to the maximum range specified.

**SCHEDULE B-1**  
**GRANT NO. PT1766**

**BUDGET NARRATIVE**

Page 2

**Overtime Benefit Rates**

Workers Compensation	6.150%
Unemployment Insurance	0.039%
<b>TOTAL BENEFIT RATE</b>	<b>6.189%</b>

**TRAVEL EXPENSE**

**In State**

Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. *All conferences, seminars or training not specifically identified in the Schedule B-1 (Budget Narrative) must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.*

**Out-Of-State**

Appropriate staff may attend the Lifesavers Conference in Charlotte, NC and International Association of Chiefs of Police DRE Conference in support of the grant goals and objectives. *All out-of-state travel not specifically identified in the Schedule B-1 (Budget Narrative) must receive written approval from OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.*

**CONTRACTUAL SERVICES**

None

**EQUIPMENT**

None

**OTHER DIRECT COSTS**

**DUI Checkpoint Supplies** - on-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS device supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. *Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.*

**INDIRECT COSTS**

None

**PROGRAM INCOME**

There will be no program income generated from this grant.